



**Loudoun County
Department of Fire, Rescue, and Emergency
Management
INFORMATIONAL BULLETIN**



**Subject: Procedure Changes at Cornwall
ED**

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Approved:

EMS Battalion Chief Sam Dahl

Effective immediately the following procedural changes have taken place at the Cornwall Emergency Department:

Restocking of Supplies

EMS units are no longer required to complete the restocking form when obtaining supplies. The list of supplies that can be obtained at the hospital has not changed and restocking continues to be a one-for-one exchange of supplies used during patient care.

Narcotics Exchange

Narcotics pouches opened in the field will be exchanged at Cornwall on a one-for-one basis, identical to the process at the Lansdowne ED. EMS providers opening narcotics pouches will continue to complete the EMS Controlled Substance Usage Form and place the goldenrod copy of the patient care report, with patient information added, into the opened pouch. The Cornwall ED nursing staff will receive the opened pouch, secure it in the Pyxis and issue a new pouch.

Medic Units will occasionally transport patients to out of county hospitals that do not utilize the Northern Virginia pouch system. The attendant in charge will work with receiving hospital staff to replace medications administered. In the event the Medic Unit can restock narcotics at the receiving hospital, the Medic Unit will bring the opened pouch, all narcotic medications, a copy of the patient care report, and the EMS Controlled Substance Usage Form to Cornwall to exchange for a sealed pouch.

It is important the EMS provider administering the medications and performing the exchange ensure the EMS Controlled Substance Usage Form is completed correctly and that the appropriate signatures for EMS provider and waste witness are provided.

Cornwall ED will continue the practice of replacing medications only when they are administered, medications that are soon to expire need to be exchanged at Lansdowne as per existing policy.

For any questions contact one of the EMS Battalion Chiefs.